



## **Migrant Education Program – Operating Procedures**

State Board LEA Policy 6504 – Migrant Students lays out the broad requirements and expectations for serving migrant students to ensure that these students have access to the services available provided through the Migrant Education Program. This document provides the standard operating procedures for compliance with the Migrant Education Program for State Board authorized charter schools. These procedures cover:

- [Migrant Education Coordinator](#)
- [Student Eligibility](#)
- [Identification of Migrant Students](#)
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### **Migrant Education Coordinator**

Each charter school shall name a migrant education coordinator who will be the main contact for the State Board's migrant education liaison. By July 15<sup>th</sup> of every year, the charter school shall notify the migrant education liaison of the school's migrant education coordinator using the form contained within these procedures. The migrant education coordinator shall be familiar with the Migrant Education Program and is responsible for submitting any occupational surveys to the State Board's migrant education coordinator.

### **Student Eligibility**

To qualify for the Migrant Education Program, a student must meet the following criteria:

- Is between 3 and 21 years old and has not graduated from high school; **and**
- Is a migratory agricultural worker or fisher, or has a parent, spouse, or guardian who is a migratory agricultural worker or fisher; **and**
- Has moved within the preceding 36 months (from one school district to another) in order to obtain or accompany a parent, spouse or guardian who moved to obtain temporary or seasonal work in agriculture, poultry, dairy, food processing, or fishing.

### **Identification of Migrant Students**

- Screening of students
  - All authorized charter schools shall screen all enrolled students annually to identify any students that may qualify for services through the Tennessee Migrant Education Program.
  - At the beginning of each school year and if new students enroll during the school year, all new and previously enrolled students shall complete the occupational survey. Sample forms are included in the Migrant Education Program procedures document.

- The completed questionnaire shall be a part of each student's cumulative record, and the State Board will regularly audit for compliance.
- **Submission of Occupational Surveys**
  - If any of the three questions on the occupational survey has a response of "yes", a copy of the survey with the student's information must be securely sent to the State Board's Migrant Education Liaison. The survey can be sent via the school's ownCloud folder.
  - The State Board Migrant Education Liaison will submit the complete form to the Tennessee Migrant Education Program for further review.
  - If a student is identified as qualifying for services through the Migrant Education Program, the State Board Migrant Education Liaison will be notified and receive a Certificate of Eligibility for the student. In turn, the State Board contact will notify the school's migrant education coordinator that a student has qualified for services.
  - The Certificate of Eligibility shall be kept on file in a student's cumulative file and with the State Board's migrant education liaison.
  - Within 7 business days of notification that a student qualifies for services, the school must code the student with an "I" in the State Board's student information system.
- **Individual Student Record**
  - If a student is receiving services from the Migrant Education Program and withdraws from the school, the school leader or designee is responsible for completing the Individual Student Record (ISR) before withdrawing the student.
  - The completed ISR shall be sent to the State Board's Migrant Education Liaison within two business days of the student being withdrawn from the student information system.
  - The State Board's Migrant Education Liaison will send the completed ISR to the Tennessee Migrant Education Program.

### **Grievance Procedures**

Any issues should be brought to the attention of the MEP contractor: Associate Director of MEP, Conexión Americas, 2195 Nolensville Pike, Nashville, TN 37211 or to the attention of the Migrant Education Director, Tennessee Department of Education, 9<sup>th</sup> Floor Andrew Johnson Tower, Nashville, TN 37243.

### **Occupational Surveys**

(See next page)



## Tennessee Migrant Education Program – Occupational Survey

Your child may qualify to receive **free** educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

STUDENT FIRST NAME:	STUDENT LAST NAME:	DATE:
SCHOOL:		GRADE:
PARENT/GUARDIAN NAME:		

1) In the past three years, have your children moved to another city, state, and/or country?

☐ Yes ☐ No

2) Do you or anyone in your immediate family currently work or have worked (in the past three years) in any of the following occupations?

☐ Yes ☐ No

a. If yes, please circle all that apply:



**Processing & Packing**  
(fruit, vegetables, chicken, eggs, pork, beef, etc.)



**Agriculture/Field Work**  
(planting, picking, and sorting crops; soil preparation; irrigation; fumigation; etc.)



**Dairy/Cattle Raising**  
(feeding, milking, rounding up, etc.)



**Nursery/Greenhouse**  
(planting, potting, pruning, watering, etc.)



**Forestry**  
(soil preparation, planting, growing, cutting trees, etc.)



**Fishing/Fish Processing**  
(catching, sorting, packing, transporting fish, etc.)

*If you answered "yes" to the questions above, please continue. Otherwise, your form is complete.*

3) How long have you been in this county in Tennessee?

WEEKS:	MONTHS:	YEARS:
HOME ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE (WITH AREA CODE):		



**For school use only:** If questions 1 and 2 are “yes,” please send the survey to your district migrant liaison. If you have questions, call (931) 212-9539 to speak with the Tennessee Migrant Education Program.

School District:	Student State ID:	Enrollment Date:
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